



California Department of Education  
Selection Services Office  
Examination Bulletin  
Special Education Assistant

CONTINUOUS FILING

OPEN/STATEWIDE

3ED1801

CALIFORNIA STATE GOVERNMENT \* AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, OR SEXUAL ORIENTATION.

WHO MAY APPLY	This examination is open to anyone who meets the "Requirements of Admittance to the Examination". Career credits do not apply.	
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Item #2 on the "Examination and/or Employment Application." You will be contacted about specific arrangements.	
HOW TO APPLY	<div>Submit Examination Application (STD 678):</div> <div><div>By Mail To:</div><div>California Department of Education Selection Services Office P.O. Box 1236 Sacramento CA 95814</div><div>Or</div><div>In Person To</div><div>California Department of Education Selection Services Office 1430 N Street Room 1802 Sacramento</div></div>	
CONTINUOUS FILING	<div>The California Department of Education will accept applications on a continuous basis and test applicants as follows:</div> <div><div><div>FINAL FILING DATE</div><div>August 20, 2003</div></div><div><div>RATING PANEL CONVENES</div><div>September/October 2003</div></div></div>	

Applications (Std.678) must be received no later than one of the above final filing dates. Applications received after one of the designated dates will be considered for the next examination.

**Note:** All applicants must meet the education and/or experience requirements for this examination by the final filing date. **All applications/resumes must include "to" and "from" employment dates (month/day/year), time base, and official employment titles. Applications/resumes received without this information may be rejected.**

CROSS FILING INFORMATION	If you meet the entrance requirements for this examination and for the Special Education Consultant examination scheduled with the same final filing date, you may file a single application. Indicate on your application (STD. 678) the title of each examination that you wish to take.
REQUIREMENTS FOR ADMITTANCE TO THE E EXAMINATION	<p><b>Credential Requirement:</b> Applicants must possess a valid teaching credential or multiple or single subjects credential with Special Education emphasis, specialist credential in Special Education or School Psychology, or credential of equivalent authorization. Possession of an earned Master's Degree or equivalent in Special Education or a related field may be substituted for the credential requirement. (Applicants who do not meet the credential requirement will be admitted to the examination, but must meet the requirement before they will be considered eligible for appointment.)</p> <p><b>Experience Requirements:</b> Two years of teaching experience in a special education program for individuals with disabilities, hearing impairment and/or visual impairment, language or speech disorder, severe orthopedic impairment, other health impairment, autism, mental retardation, serious emotional disturbance, specific learning disabilities or traumatic brain injury.</p>

AND

One year of administrative, supervisory, or equivalent staff level experience in special education in one of these same program areas.

MONTHLY SALARY RANGE	<div><div>Range A: \$3,839 - \$4,663</div><div>This range shall apply to incumbents who do not meet the criteria for payment in Range B.</div><div>Range B: \$4,635 – \$5,632</div><div>This range shall apply to persons who have successfully completed either:</div><div><div>1. One year performing the education duties of a class equivalent in level to Special Education Assistant, Range A. <u>or</u></div><div>2. Possession of valid California Administration credential, or credential or life diploma of equivalent authorization. (Possession of a master's or doctorate degree may be substituted for the required credential.)</div></div></div>
----------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

POSITION DESCRIPTION & LOCATION	<div>The Special Education Assistant is the entry level and first journey level in the Special Education series. Under general supervision of an Administrator, the Assistant performs consultative services to local school districts in such areas as screening applications for completeness and accuracy; securing and compiling information about special education programs by school district and county offices; interpreting statutes, guidelines and regulations conducting research in special education. More experience incumbents provide consultative services to local school officials in special education program planning, development, evaluation, and administration; and assist in developing, promoting, and evaluating proposals from local school districts, county offices, and other agencies eligible for Federal and State financial assistance. Incumbents may either have a statewide program responsibility in a special education specialty or be assigned regional special education program responsibility for less complex or sensitive phase of the program. <i>Positions exist with the California Department of Education.</i></div> <div>See reverse side for additional information.</div>
---------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

EXAMINATION INFORMATION	<p><b>INTERVIEWS WILL NOT BE HELD.</b> This examination will consist of a supplemental application weighted 100%. To obtain a position on the eligible list, candidates must achieve a minimum rating of 70%.</p> <p><b>SUPPLEMENTAL APPLICATION – Weighted 100%</b></p> <p><b>SUPPLEMENTAL APPLICATION –</b> Candidates who meet the “Requirements for Admittance to the Examination” will be mailed a supplemental application designed to elicit a range of specific information regarding each candidate’s knowledge, abilities, and potential to effectively to perform the functions relative to this classification. A rating committee will convene to review and assess the completed supplemental applications and assign each candidate a final numerical rating. Return of the supplemental application is <b>MANDATORY</b>. Candidates who do not return it will be eliminated from the examination.</p> <p>The California Department of education reserves the right to change the examination plan if the circumstances under which this examination was planned should change. Such revision will be in accordance with civil service law and rules and candidate’s meeting the “Requirements for Admittance to the Examination” will be notified of the new examination plan.</p>
INTERVIEW SCOPE	<p>In addition to evaluating the candidate’s relative abilities as demonstrated by quality and breadth of experience, education and training, emphasis will be on measuring competitively, relative to job demands, each candidate’s:</p> <p><b>A. Knowledge of:</b></p> <ol style="list-style-type: none"><li>1. Educational practices, trends, and theory with emphasis on the principles and techniques of special education.</li><li>2. Literature in the field of education, particularly as it pertains to individuals with disabilities.</li><li>3. Organization of the California Educational system.</li><li>4. Principles of mental hygiene, educational testing, and educational and vocational guidelines.</li><li>5. Current teacher training methods.</li><li>6. Community services available for assistance to individuals with disabilities.</li><li>7. Principles of inter-group relations.</li><li>8. Provisions of Federal and State legislation and administrative regulations, policies, and court orders relating to special education and to instruction and administration of public education.</li><li>9. Research terminology and techniques.</li></ol> <p><b>B. Ability to:</b></p> <ol style="list-style-type: none"><li>1. Work cooperatively with school officials, representatives of community civic groups, State officials, and others.</li><li>2. Communicate effectively, both verbally and in writing.</li><li>3. Analyze situations accurately and take effective action.</li><li>4. Apply leadership and creativity in the identification, development, and implementation of new programs, program revisions, and program evaluation in special education,</li><li>5. Conduct conferences, workshops, and institutes.</li><li>6. Plan, organize, and direct the work of others.</li></ol>
SPECIAL PERSONAL REQUIREMENT	<p>Willingness to travel throughout the state.</p>
ELIGIBLE LIST INFORMATION	<p>Names of successful candidates will be merged into the existing eligible list according to their final ranking. Eligibility expires 24 months after it is established.</p>
RECOMPETITION RESTRICTIONS	<p>Unsuccessful candidates who wish to recompete must wait 12 months from the date of disqualification before reapplying. Successful candidates must wait 18 months before reapplying.</p>
VETERANS CREDIT	<p>Veterans’ preference points and career credits are not granted in this examination because it does not qualify as an entrance examination under the law.</p>

GENERAL INFORMATION

*It is the candidate’s responsibility* to contact the California Department of Education’s Selection Services Office in Sacramento at (916) 657-4433 three weeks after the final filing date if he/she has not received a progress notice.

*Applications are available* at State Personnel Board offices, local offices of the Employment Development Department, the California Department of Education, and accessible on the Internet (<http://www.spb.ca.gov>) in the state application section.

*The State Personnel Board* and the California Department of Education reserve the right to revise the examination plan to meet the needs of the service more effectively if changes occur in the circumstances under which this examination was planned. Such revision will be in accordance with civil service laws and rules, and all candidates will be notified.

*Eligible Lists:* Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) subdivisional promotional; (2) departmental promotional; (3) multi departmental promotional; (4) service wide promotional; (5) departmental open; (6) open eligible list. In the case of continuous testing examination, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans’ preference credits) regardless of the date of the test; and the resulting eligible lists will be used to fill vacancies only in the area shown on the bulletin.

*General Qualifications:* Candidates must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations investigation may be made of employment records and personal history, and fingerprinting may be required.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.